



TETRA TECH

# MEETING MINUTES

**Date of Meeting:** May 8, 2015  
**Location:** Maui County Civil Defense Emergency Operations Center  
(200 High Street, Rm 118., Wailuku, HI 96793)  
**Subject:** Steering Committee No. 6  
**Project Name:** Maui County Hazard Mitigation Plan Update  
**In Attendance:** **Steering Committee:** Bob Collum, Rowena Dagdag-Andaya (phone), Janet Kuwahara (phone), Jim Buika, Tara Owens, Rebecca King, Sharon Mielbrecht, Paul Wickman (phone), Craig Tanaka (phone), Mahina Martin (phone)  
**Coordination Agency Group:** None  
**Planning Team:** Anna Foust, Caitlin Kelly, Rob Flaner (phone), Carol Baumann (phone) and Kristen Gelino  
**Not Present:** Dick Mayer, Pam Pogue, Carolyn Cortez, Mike Miyamoto, Jarvis Chun, Bruce Moore, Sybil Lopez  
**Summary Prepared by:** Kristen Gelino and Caitlin Kelly – 5/12/2015  
**Project No.:** 103S3605  
**Quorum – Yes or No** Yes (11 voting members present)

---

Item	Action
------	--------

**Welcome, Introductions, Approve Meeting Minutes and Public Comment**

- Bob Collum and Caitlin Kelly opened the meeting and group introductions were made.
  - The Agenda was reviewed and no modifications were made.
  - Handouts provided included: Agenda, April Meeting Minutes, Selected Portions of Maui County HMP 2015 Part 1, Data Dictionary, Draft Plan Implementation and Maintenance Strategy, Goals and Objectives and Strengths, Weaknesses, Obstacles and Opportunities handout.
  - Ms. Kelly reviewed the action items from the April meeting and reported that most had been accomplished. She indicated that the only item outstanding was that the planning team was still waiting to hear back from the Lanai contact that had been suggested at the previous meeting. There were no comments on the meeting minutes and they were approved by consensus.
  - No members of the public were in attendance and no requests for comment were made.
-



## Item

## Action

**Plan Review**

**Part 1 Review:** Ms. Kelly indicated that a word document version of Part 1 of the 2015 HMP had been distributed to the Steering Committee the previous week. She indicated that it was not her intention to review the document line by line during the meeting, but that steering committee members should review and provide comments. She reminded the committee that the document under review was considered a 75 percent draft as some parts of the planning process have not yet been completed. She noted that committee members would notice substantial revisions to formatting in the document that was done to make the document more reader friendly and to provide both the FEMA and CRS reviewers a format that was familiar and easy for them to use to assess the plan.

Steering Committee members should review and provide comments to Tetra Tech on Part 1 of the HMP by 5/22/15.

Additionally, Ms. Kelly noted that Tetra Tech had filled in as much information as possible in the capability assessment table, but assistance for the steering committee was needed in order to complete the assessment. Ms. Kelly indicated that she or Kristen Gelino would be reaching out to steering committee members in the next week or so for assistance with certain sections. Ms. Kelly reported that the planning team had continued to work on the document and that the latest version would be sent out the following week. Ms. Kelly noted that the changes were minimal so if steering committee members had started a review, they should feel free to move ahead with the document distributed with the steering committee meeting reminder.

Tetra Tech will reach out to individual committee members for assistance in completing the capability assessment.

Tetra Tech will distribute the most current version of Part 1 of the plan to the steering committee.

Ms. Kelly explained that Part 1 of the document is primarily focused on the planning process. As part of this process description, she indicated that FEMA needed to see what was different about the current planning effort from the previous planning effort. Ms. Kelly then reviewed Section 2.3 The Updated Plan - What is Different? to highlight the changes that had been made thus far. She reiterated that this document was a work in progress and that any feedback the steering committee was able to provide would be greatly appreciated. She indicated that in order to meet the target timeline for this process, the steering committee needed to have a close to finalized document by the last meeting in June. She reminded committee members that substantive changes made after the public comment period commenced would negatively impact the timeline. She also reminded the steering committee that the next section to be reviewed would be Part 2 – The Risk Assessment at the June 5<sup>th</sup> meeting.

**Risk Assessment Update:** Ms. Kelly briefly introduced the Data Dictionary handout. She indicated that the changes requested by the committee at the April meeting had been included and that the handout had been updated to reflect the current status of the risk assessment. Ms. Kelly asked the steering committee to review the handout and to let the planning team know if there were any outstanding issues or questions.

The steering committee will review the updated data dictionary handout and send any comments to Tetra Tech.

**Plan Maintenance:** Ms. Kelly then introduced the Draft Plan



Item	Action
<p>Implementation and Maintenance Strategy handout. She indicated that strategy had been developed based on the feedback received from the committee at the last meeting. She reported that the planning team had received some feedback on the document and thanked those committee members that had provided comments. Ms. Kelly reviewed a few sections of the document where buy-in from the committee was needed to ensure that the strategy would be implementable for Maui County. The committee then discussed the document and made several decisions and suggested revisions including:</p> <ul style="list-style-type: none"><li>- Maui County Civil Defense would be listed as the lead agency in charge of implementation.</li><li>- The planning team will follow up with Carolyn Cortez to ensure that there is buy-in in the strategy to ensure CRS and HMP progress reporting coordination.</li><li>- The implementation planning session discussion will be clarified to indicate that several meetings should be held throughout the year including one that coordinates with the grant cycle.</li><li>- Language will be softened as appropriate throughout the document.</li><li>- Water-efficient will be removed from "water-efficient landscape design guidelines."</li><li>- Language will be added indicating that the natural hazards sections of community plans should also incorporate information included in the HMP.</li></ul>	<p>Tetra Tech will revise the plan implementation and maintenance strategy based on the steering committee feedback.</p>

### Action Plan Development

#### **Strengths, Weaknesses, Obstacles and Opportunities (SWOO)**

**Brainstorming Session:** Ms. Kelly then introduced the concept of SWOO, which is a brainstorming session that identifies strengths, weaknesses, obstacles and opportunities for hazard mitigation in the planning area. Ms. Kelly explained that FEMA requires communities to review a comprehensive range of alternatives during the identification of mitigation actions. She indicated that the committee would identify strengths, weaknesses, obstacles and opportunities for each hazard of concern. The results of the brainstorming session would then be used to develop a "mitigation catalog," which will provide ideas and concepts for hazard mitigation actions broken down by hazard and by scale: personal, corporate and governmental. This catalog will become a component of the updated HMP. The steering committee then engaged in a SWOO session. The notes from the SWOO session will be compiled and distributed to the committee.

Tetra Tech will compile the notes from the SWOO session into a mitigation catalog and distribute to the steering committee.

**Next Steps in Action Plan Development:** Ms. Kelly indicated that the action plan would need to be developed and finalized rather quickly. She



Item	Action
reported that based on the condensed timeline, the steering committee would need to approve the final action plan at the June 19 <sup>th</sup> meeting. She reported that as a first step in action plan development, the steering committee would need to report on the status of the actions identified in the 2010 plan. She indicated that the planning team would be sending out a survey to elicit feedback on the status of these actions. She explained that actions would need to be either marked as completed, carried over to the 2015 plan or removed from the action plan. She also indicated that the planning team would be pushing out information on action development over the next several weeks and that feedback and input from the steering committee on these items would be imperative for the development of a robust action plan for the County.	<p>Tetra Tech will distribute the progress on previous actions survey to the committee as well as additional information needed for action plan development.</p> <p>The steering committee will provide feedback and input on the action plan information.</p>

### **Public Involvement Update**

Due to time constraints this item was not addressed during the meeting. The planning team has been asked to present at the Waikapu Community Center on June 8, 2015 at 7:00 p.m. The planning team is also working to schedule a public meeting to present the draft plan the week of June 22<sup>nd</sup>.

### **Planning Schedule**

Due to time constraints this item was not addressed during the meeting.

### **Action Items for Next Meeting**

Action items identified for the next meeting were reviewed.

The meeting was adjourned at 1:15 PM

The next SC meeting is in-person and at the Maui County EOC and via teleconference:

**June 8, 2015 at 10:00am – 12:30pm**

**Meeting access number: 866-692-5721**

**Participant code: 7237813**